

HUMAN RESOURCES DEPARTMENT

The primary function of the Human Resources Department is to serve city departments in all phases of personnel administration, which involves recruitment, selection, classification, compensation, discipline, reward, training and development, and safety of city employees. The Human Resources Department assures the continuance of the merit system by providing a modern system that promotes efficiency in the conduct of public business and assures fair and impartial treatment of all applicants and employees of the city.

Human Resource Development

Appropriation: \$ 907,573

The Administrative Office works through the City Manager and Governing Body in establishing and implementing city personnel policies, rules and regulations, and the safety manual, and overseeing the updates of the city's administrative manual. The Director is responsible for developing, implementing and evaluating innovative personnel management, safety, and human resource development programs. This office is responsible for providing personnel records management services for all city employees and for implementing personnel actions affecting classification, compensation and work history. The office also is involved in union negotiations and administering the subsequent contracts.

The duties of the Human Resources Development Division include providing technical training assistance to departments, development of internal training on general and technical subjects, administration of an ongoing management and supervisory training program, and development and maintenance of the automated record keeping system designed to provide information on training and tuition courses for employees. Other responsibilities include providing support to the Employee Assistance Program.

2004/05 Operational Highlights:

- Revised and implemented changes to all job class specifications.
- Continued the process of revising and updating the personnel rules, regulations and policies.
- Maintained and promoted the Tuition and Training Assistance and Employee Assistance Programs.

2005/06 Goals and Objectives:

- Conduct a Fair Labor Standards Act (FLSA) review of all positions in accordance with new US Department of Labor regulations.
- Implement a more aggressive safety program for all City of Santa Fe employees.
- Establish a methodology for implementing rule changes.

- Establish a compensation methodology for all city positions.
- Continue to sponsor supervisory and general information training.

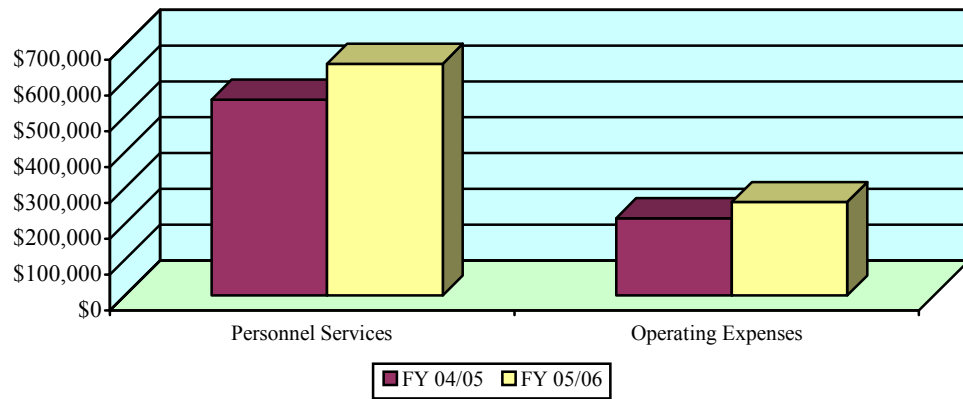
Budget Commentary:

For FY 2005/06 the General Fund budget contains funding for salaries and benefits of the Human Resources Director and ten staff members, and general liability insurance coverage for the entire department. Also included in the budget is \$45,000 for consultant services relating to employee compensation issues.

In FY 2004/05 a Human Resources Senior Administrator was reclassified to an Assistant Human Resources Director. In addition, a vacant Assistant City Attorney position was moved to Human Resources and split into two classified part-time positions: a Safety Specialist and an Equal Employment Opportunity/Human Resources Compliance Administrator.

<u>POSITION/CLASSIFICATION</u>	<u>FY 04/05 ACTUAL</u>	<u>FY 05/06 BUDGET</u>
Human Resources Director	1 – EX	1 – EX
Assistant Human Resources Director	0 – CLFT	1 – CLFT
EEO/HR Compliance Administrator	0 – CLFT	1 – CLFT
Human Resources Administrator Senior	1 – CLFT	1 – CLFT
Human Resources Administrative Assistant	1 – CLFT	1 – CLFT
Human Resources Administrator	3 – CLFT	2 – CLFT
Human Resources Analyst	1 – CLFT	1 – CLFT
Human Resources Assistant	1 – CLFT	1 – CLFT
Human Resources Benefits Administrator	1 – CLFT	1 – CLFT
Safety Specialist	<u>0</u> – CLFT	<u>1</u> – CLFT
TOTAL:	9	11

EXPENDITURE CLASSIFICATION



	FY 04/05 <u>REVISED</u>	FY 05/06 <u>APPROPRIATION</u>
Personnel Services	\$ 547,092	\$ 646,832
Operating Expenses	<u>215,923</u>	<u>260,741</u>
TOTAL:	\$ 763,015	\$ 907,573

Risk Management/Safety provides programs of loss prevention and loss management by planning for contingencies, providing prudent insurance coverage, reviewing loss experience, and advising management on opportunities for safety improvement. This office also reduces the risk of illness or injury to all employees by developing, implementing and improving programs that provide training, technical guidance and support while ensuring adherence to federal and state regulations.

2004/05 Operational Highlights:

- Negotiated the city's renewal of insurance coverage at a 3% increase, which was significantly lower than the industry standard.
- Expanded the role of the third party administrator to provide the city with a dedicated adjuster to investigate claims without any increase in contracted expenditures.
- Established procedures requiring directors and supervisors to be present to discuss causes of accidents in their respective areas and to ensure corrective action will be taken to avoid further recurrences.
- Implemented a written safety plan for city operations which combined the safety and risk management functions and brought the city into compliance with state Occupational Health and Safety Administration (OSHA) requirements.
- Received a positive report from the Federal Transit Administration Substance Abuse Management Program audit team on the division's handling of the drug/alcohol testing program for the Transit Division.
- Achieved substantial savings for the city by moving to the State Retiree Health Care plan, thereby increasing operational and cost efficiencies by transferring the city's retiree costs to a larger, shared plan.

2005/06 Goals and Objectives:

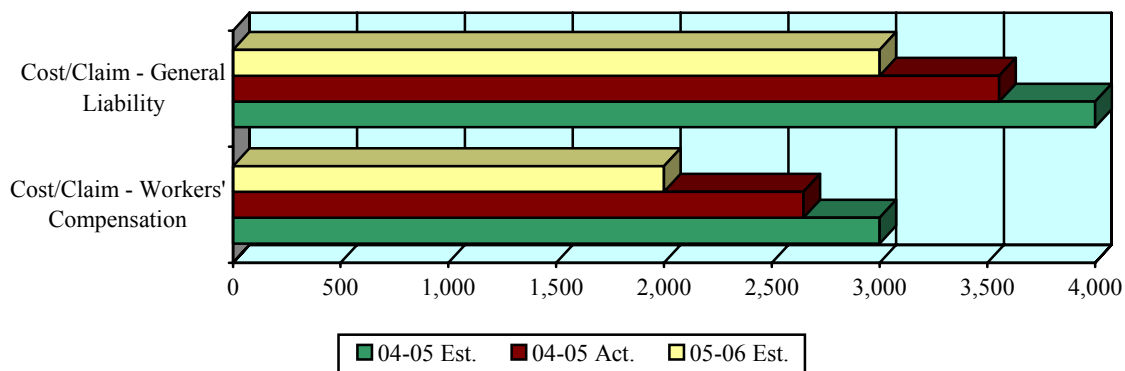
- Enhance the safety and risk program to continue to provide a safe working environment for city employees and the public.
- Continue to perform audits of division contractors to assure high levels of performance in reducing on-the-job injuries and controlling claims costs.
- Establish a process to allow directors and supervisors to access loss trend data in their operational areas.
- Incorporate work and supervision safety concepts into each city employee's performance evaluation.
- Develop a loss control function within Risk/Safety to identify areas in which the city sees high-cost losses in claims, vehicles, equipment and property.

Budget Commentary:

The Risk Management/Safety operating budget of \$24,530,336 is supported by the Risk/Safety Administration Fund (6101); the Insurance Claims Fund (6104); the Benefits Administration Fund (6106); the Santa Fe Health Fund (6107); the Retiree Health Care Fund (6108); and the Workers' Compensation Fund (6109). The operating budget includes funding for nine staff members and associated benefits. The majority of the appropriations for Risk Management/Safety are for various types of insurance coverage. Also included are various contracted services for benefits plan administration, legal contingencies, and actuarial fees.

While no new positions have been added to Risk Management/Safety, two positions were reclassified in FY 2004/05 to a Risk and Safety Division Director and a Safety Manager.

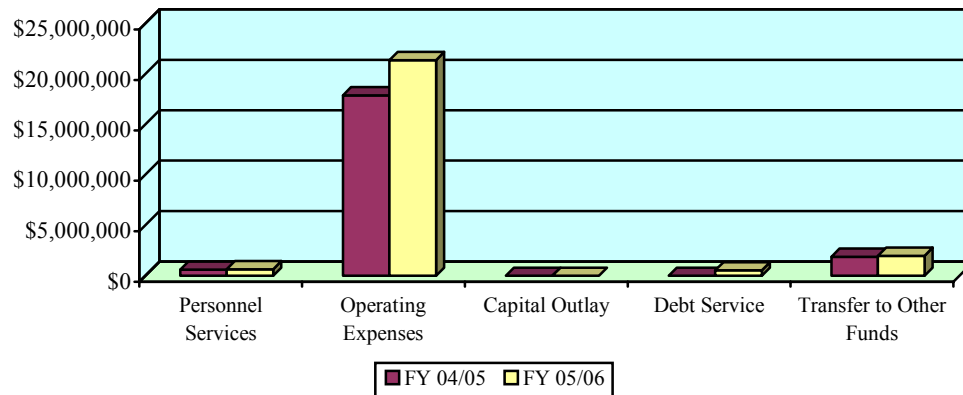
<u>Standard Program Measurements:</u>	<u>04/05</u> <u>EST.</u>	<u>04/05</u> <u>ACTUAL</u>	<u>05/06</u> <u>EST.</u>
1. Number of claims – general liability	225	215	200
2. Cost per claim – general liability	\$4,000	\$3,555	\$3,000
3. Number of claims – workers' compensation	205	234	200
4. Cost per claim – workers' compensation	\$3,000	\$2,647	\$2,000
5. Drug/alcohol tests conducted	350	298	200
6. Number of employees given OSHA-mandated training	500	610	620



<u>POSITION/CLASSIFICATION</u>	<u>FY 04/05</u> <u>ACTUAL</u>	<u>FY 05/06</u> <u>BUDGET</u>
Risk Management & Safety Division Director	0 – CLFT	1 – CLFT
Drug/Alcohol Testing Program Mgr	1 – CLFT	0 – CLFT
Benefits Accountant	1 – CLFT	1 – CLFT
Claims Administrator	1 – CLFT	1 – CLFT
Contract Administrator	1 – CLFT	1 – CLFT
Human Resources Assistant	1 – CLFT	1 – CLFT

Insurance Specialist	1 – CLFT	1 – CLFT
Safety Manager	0 – CLFT	1 – CLFT
Safety Specialist	<u>3</u> – CLFT	<u>2</u> – CLFT
TOTAL:	9	9

EXPENDITURE CLASSIFICATION



	<u>FY 04/05</u> <u>REVISED</u>	<u>FY 05/06</u> <u>APPROPRIATION</u>
Personnel Services	\$ 609,870	\$ 645,040
Operating Expenses	17,888,840	21,374,296
Capital Outlay	4,222	0
Debt Service	0	536,000
Transfer to Other Funds	<u>1,883,180</u>	<u>1,975,000</u>
TOTAL:	\$ 20,386,112	\$ 24,530,336